



**FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY**
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Support Officer 2 (Bargaining Unit) **PCN:** 082031

DEPARTMENT: Enforcement **P.R.:** T10

REPORTS TO: Rachel Studer, Support Officer Supervisor

RESPONSIBILITIES: Provide training and mentoring to new and present Support Officers. Reviews and interprets judicial and administrative orders, case narratives, and other documents. Reviews and monitors cases for legal appropriateness. Enforces judicial and administrative orders. Conducts terminations and modifications of child support orders. Prepares audits for accuracy of financial data on cases. Notifies and reviews suspension of drivers licenses, recreational licenses, and/or professional licenses and the suspension thereof when needed and reinstatements when case is brought into compliance. Reviews work of Support Officers and directs in correction of documents when needed. Monitors and evaluates the progress of recently hired employees. Assists in covering caseloads for unit by performing casework, assisting walk-ins, and taking telephone calls. Provides general and specific information and responds to clients, the general public and other involved agencies and attorneys.

MINIMUM QUALIFICATIONS: Bachelor's degree with coursework emphasis in business administration with one year of social work experience; or any equivalent combination of training and experience.

STARTING SALARY: \$17.37/hour, plus a comprehensive Benefits Package
120 Day Probationary Period

DATE POSTED: Wednesday, October 8, 2014

DEADLINE FOR APPLYING: Wednesday, October 15, 2014

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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